



## **Definitions Pertaining to Classification Based on Administrative Rules, Division of Personnel 5/17/2015 and Standard Classification Practices/Procedures**

Accountability – means a specific work assignment performed 10 percent or more of the total working time with a stated end result against which the employee's performance will be evaluated.

Allocation – means the original assignment, by the Director, of a position to a salary grade and class within the classification plan.

Appointing Authority – means the officer, director, board, commission, person or designee having the power to make appointments in the state classified service in a particular agency.

Class or Class Title – means a group of positions which have the same class specification and whose duties, responsibilities, and minimum qualifications are sufficiently similar so that the same schedule of compensation and the same tests of fitness can be applied to each position in the group.

Class Evaluation Plan – includes the following nine factors: Skill, Knowledge, Impact, Supervision, Working Conditions, Physical Demands, Communication, Complexity, and Independent Action. The evaluation plan is used in order to assess of a position state-wide as well as in relation to other positions within the same agency.

Class Series – means a general career grouping of two or more classes which involve the same type of work in increasing levels of complexity, job responsibility, and minimum qualifications.

Class Specification – means the written document containing the official title, basic purpose, characteristic duties, distinguishing factors, and the minimum qualifications of a specific class.

Classification – as a process means an orderly arrangement of all positions in the state classified service into separate and distinct classes so that each specific class contains those positions which involve similar duties and responsibilities.

Director – means the Director of Personnel.

Factor Levels – also known as "Distinguishing Factors" in the class evaluation plan, consist of nine factors: Skill, Knowledge, Impact, Supervision, Working Conditions, Physical Demands, Communication, Complexity, and Independent Action.

Minimum Qualifications – means the requirements for education, experience, licensure, bona fide occupational qualification or other special requirements established on the class specification and supplemental job description for a given class.

Occupational Grouping (job family) – An occupational grouping is a broad field of employment which encompasses a number of related classifications. Occupational groupings provide a way to categorize classifications in order to identify career paths and to establish career ladders.

Organizational Chart – identifies the position and surrounding reporting relationships in relation to the current structure of the agency.

Position – a position represents a group of duties and responsibilities assigned to be performed by an individual. A position may be full time or part time, permanent or temporary, filled or vacant, year round or seasonal.

Position Classification Questionnaire – completed by the employee, the employee's supervisor, the human resources representative, and the agency appointing authority and used to indicate the change or changes in the position's duties when requesting a reallocation or reclassification of the position.

Reallocation – means a determination by the Director that the salary grade assigned to a class be reevaluated in relation to the position classification plan established under RSA 21-I:42, II.

Reclassification – means a determination by the Director that a position be assigned to a class different from the one in which it was previously assigned.

Supplemental Job Description – means a document identifying the scope of work, duties, accountabilities, and approved statement of qualifications of an agency-level position falling within a specific class.